



POSITION DESCRIPTION:

Deputy Director of Maintenance & Operations

The High Line is a new public open space on a disused, elevated rail structure on the west side of Manhattan. Built between 1929 and 1934 to carry rail freight, the High Line runs from Gansevoort Street to 34th Street. The High Line has been unused for freight transportation since 1980. It is now owned by the City of New York, under the jurisdiction of the NYC Department of Parks & Recreation (DPR).

The High Line will be managed by Friends of the High Line—the City’s non-profit partner in the design, construction, and ongoing maintenance of the park, in collaboration with the Department of Parks & Recreation.

Friends of the High Line (FHL) was formed in 1999 by residents in the West Village and Chelsea to preserve the historic High Line structure for reuse as an elevated public open space through the federal rail-banking program. Construction of this unique park began in April 2006.

Job Description

The Deputy Director of Maintenance & Operations (M&O) is a key leadership position in the future management of the High Line public open space. Under the supervision of the Chief of Operations & Horticulture, the Deputy Director of Maintenance & Operations will aid in the initial development of park management protocols and, subsequently, the ongoing management of all aspects of park operations on the High Line, including general maintenance, facility management, property and fleet management, public safety, and technical support for public programs. The Deputy Director of M&O will collaborate with the Deputy Director of Horticulture on the maintenance of the High Line landscape. The Deputy Director of M&O will oversee daily operations, as well as long-term planning for future operational needs of the park. The High Line is to be maintained sustainably, in a first class condition, commensurate with the world-class design and the mission of both FHL and DPR.

The Deputy Director of Maintenance & Operations will be an employee of Friends of the High Line, and will report directly to the Chief of Park Operations and Horticulture.

Primary tasks:

1. Work with the Chief of Park Operations and Horticulture to oversee maintenance and operations protocols for the High Line, consistent with standard New York City Parks practices and park rules adapted specifically to the unique condition of the High Line as an elevated, open space.
2. Collaborate on the development and preparation of long-term park operations budgets;
3. Maintenance and Operations (M&O) Facility Management: assist with the development of a permanent M&O facility at Gansevoort Street; work with the Chief of Park Operations and Horticulture and DPR’s Park Administrator to set-up interim M&O facilities on the High Line;
4. Act in a general oversight capacity of all field operations, inspecting all park facilities and property areas a minimum of once daily; responsible for identifying field-related problems, troubleshooting, and liaising with the appropriate personnel to achieve resolutions on all shifts. Inspection of park facilities and property areas shall focus on, but not be limited to trash collection, facility maintenance, property management, identification of damaged and/or broken items;

5. Develop environmentally-conscious and sustainable management practices, consistent with the overall goals of the organization; research best practices in this area, including evaluating the work of other local and national businesses and institutions;
6. Manage all maintenance staff; coordinate scheduling of staff in collaboration with Deputy Director of Horticulture;
7. Work closely with Park Enforcement Police (PEP) to ensure high standards of security and park supervision;
8. Work with the Deputy Director of Horticulture to support horticulture staff and horticultural maintenance needs as necessary;
9. Work with FHL and DPR to support all public programs and events;
10. Manage and coordinate field resources, working with staff to address unanticipated daily needs; ensure proper and timely execution of daily tasks and provide general oversight for special assignments;
11. Develop, maintain, and supervise the organization's Health and Safety Program;
12. Working with the Chief of Operations and Horticulture, assist with the management of maintenance contracts; prepare Requests for Proposals, review bids and select vendors to procure necessary equipment and supplies; oversee inventory control;
13. Keep FHL and DPR informed concerning work progress, including present and potential problems and suggestions for improved and innovative ways of addressing issues
14. Establish and maintain effective working relationships with DPR and other city, state and federal departments/agencies;
15. Perform other duties as required in the scope of the job and as designated by the Chief of Operations and Horticulture.

Qualifications

This position requires a minimum of five to seven years of experience in a hands-on supervisory capacity with a series of increasingly senior positions. A bachelor's degree, or a technical degree and professional certifications in a relevant field are preferred. The successful candidate must demonstrate excellent skills in leadership, communication (both verbal and written), organization, project management, and development. Technical and analytical skills (value engineering, etc.) are required, along with knowledge of common employment practices. Candidates must be capable of working additional hours, under pressure, and independently as necessary, while handling a diverse range of responsibilities. The candidate must be able to work as a team member; be able to interact with all levels of management and staff; and have basic computer skills (Microsoft Word/Excel preferred). Valid US driver's license required.

To Apply

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.